
U.S. Department of State Records Schedule

Chapter 07: Personnel

Personnel

B-07-000-01 Personnel Folders of American Employees

Description: Consist of correspondence, forms and other related documents maintained at the post for the sole purpose of facilitating post personnel administration. (For a list of forms covered by this item see: 3 FAM Exhibit 042.3-1; and 042.3-2).

Note: Official personnel records of all American employees are maintained in the Department and constitute the legal records of their employment.

Disposition: Destroy post file 1 year after transfer or separation of employee.

DispAuthNo: GRS 1, item 10

Date Edited: 4/1/1999

B-07-000-02a(1) Personnel Folders of Non-American Employees

Description: a. Official Personnel Folders of Non-American Employees including Foreign Service Nationals and Third Country Nationals (See 14.5 of FNPAH). Covers both Department of State Non-American employees and other U.S. Government agencies' Non-American employees - when the post acts as their personnel office. For a list of forms covered by the following items see: FSNPAH, Section 14, items 14.5 (1) and 14.5 (2).

(1) Documents of temporary value on the left hand side of folder, such as requests for personnel action, letters of warning or reprimand and similar disciplinary action papers and letters of referral.

Disposition: Destroy upon transfer of the Official Personnel Folder.

DispAuthNo: NC1-84-80-5, item 1a

Date Edited: 4/1/1999

B-07-000-02a(2)(a) Personnel Folders of Non-American Employees

Description: a. Official Personnel Folders of Non-American Employees including Foreign Service Nationals and Third Country Nationals (See 14.5 of FNPAH). Covers both Department of State Non-American employees and other U.S. Government agencies' Non-American employees - when the post acts as their personnel office. For a list of forms covered by the following items see: FSNPAH, Section 14, items 14.5 (1) and 14.5 (2).

(2) Documents maintained on the right hand side of folder.

(a) Transferred Employees.

Disposition: Forward Official Personnel Folder upon request to gaining post or Federal agency, after destroying temporary documents.

DispAuthNo: NC1-84-80-5, item 1b(1)

Date Edited: 4/1/1999

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B-07-000-02a(2)(b)	Personnel Folders of Non-American Employees
Description:	<p>a. Official Personnel Folders of Non-American Employees including Foreign Service Nationals and Third Country Nationals (See 14.5 of FNSPAH). Covers both Department of State Non-American employees and other U.S. Government agencies' Non-American employees - when the post acts as their personnel office. For a list of forms covered by the following items see: FSNPAH, Section 14, items 14.5 (1) and 14.5 (2).</p> <p>(2) Documents maintained on the right hand side of folder.</p> <p>(b) Separated Employees.</p>
Disposition:	Retire to the Department's Personnel Records Branch (HR/EX/RIM) 1 year after the date of separation or death of employee.
DispAuthNo:	NC1-84-80-5, item 1b(2) Date Edited: 4/1/1999
B-07-000-02b	Personnel Folders of Non-American Employees
Description:	b. Personnel Folders of Uncompensated Non-Americans. Personnel folders of uncompensated Non-Americans at post (e.g. China). Consists of information post needs to preserve and protect U.S. interests.
Disposition:	Send the original DS-693B and records to RSC and a copy of the DS-693B to HR/EX/RIM. These records are not sent to St. Louis. Transfer to WNRC after 1 year. Destroy 50 years after retirement from post.
DispAuthNo:	N1-84-93-1, item 1 Date Edited: 4/1/1999
B-07-000-03	Personnel Privileges Files
Description:	Consists of applications for and correspondence regarding membership cards, PX, commissary or restaurant privileges, etc. Records are transitory in nature and not included as part of the Official Personnel Folder.
Disposition:	Destroy 1 year after employee departs post.
DispAuthNo:	GRS 1, item 18a Date Edited: 4/1/1999
B-07-000-04	Reserved for future use
Description:	
Disposition:	
DispAuthNo:	Reserved Date Edited: 4/1/1999

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B-07-000-05	Leave Record Cards - American
Description:	Leave Record Card (OF-202) or comparable records for American employees. Records showing by pay period all leave earned, taken, or forfeited, as well as leave balances for the entire year. (See 4 FAM 534.4-2)
Disposition:	Block annually. Destroy when 5 years old.
DispAuthNo:	NN-166-80, item 1
	Date Edited: 4/1/1999
B-07-000-06	Leave Record Cards - Non-American
Description:	Leave Record Card (OF-202) or comparable records for Non-American employees. Final record showing accumulated leave on separation of employee.
Disposition:	File on right side of Official Personnel Folder (OPF).
DispAuthNo:	GRS 2, item 9a
	Date Edited: 4/1/1999
B-07-000-07a	Leave Application Files
Description:	Application For Leave form (SF-71) or equivalent plus any supporting documentation for requests and approvals of leave. a. If employee initials time card or equivalent.
Disposition:	The following disposition is temporarily suspended due to the AFGE litigation hold. These records may not be destroyed until further notice. Destroy at end of following pay period.
DispAuthNo:	GRS 2, item 6a
	Date Edited: 4/1/1999
B-07-000-07b	Leave Application Files
Description:	b. If employee has not initialed time card or equivalent.
Disposition:	The following disposition is temporarily suspended due to the AFGE litigation hold. These records may not be destroyed until further notice. Destroy after GAO audit or when 3 years old, whichever is sooner.
DispAuthNo:	GRS 2, item 6b
	Date Edited: 4/1/1999

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B-07-000-08a	Time and Attendance Reports
Description:	Time and Attendance Report (DS-1734M) reflects the total number of forms reported for each pay period which includes regular, premium, or any other special hours. a. Final report and all approved leave, overtime, and comp time forms.
Disposition:	The following disposition is temporarily suspended due to the AFGE litigation hold. These records may not be destroyed until further notice. Destroy after GAO audit, or when 6 years old, whichever is sooner.
DispAuthNo:	GRS 2, item 7 Date Edited: 4/1/1999
B-07-000-08b	Time and Attendance Reports
Description:	b. Duplicate copies of the form DS-1734M.
Disposition:	The following disposition is temporarily suspended due to the AFGE litigation hold. These records may not be destroyed until further notice. Destroy 6 months after the end of the pay period.
DispAuthNo:	Non-record Date Edited: 4/1/1999
B-07-000-09a	Personal Services - Contracts
Description:	a. Contracts and related documents pertaining to the hiring of American and Non-American chauffeurs, gardeners, typists, etc.
Disposition:	Destroy 6 years and 3 months after final payment.
DispAuthNo:	GRS 6, item 1a Date Edited: 7/31/2012
B-07-000-09b	Personal Services - Contracts
Description:	b. Other copies.
Disposition:	Destroy 6 years and 3 months after final payment.
DispAuthNo:	GRS 6, item 1a Date Edited: 7/31/2012
B-07-000-10	Efficiency Reports on American Employees
Description:	Copies retained at post. Original forwarded to the Department Bureau of Personnel for incorporation in Official Personnel Folder.
Disposition:	Destroy 1 year after employee is permanently transferred.
DispAuthNo:	Non-record Date Edited: 4/1/1999

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B-07-000-11a	Communications Regarding Employee Awards, Promotion and Training		
Description:	a. Telegrams, operations memoranda, circulars and other types of communications, including congratulatory and commendatory messages, requests for training, notices of arrival and departure of trainees, employee suggestions, awards, ceremonies, and notice of service awards presented, excluding copies of any significant items maintained in employee personnel folders and excluding records identified in items 070012 through 070017.		
Disposition:	Destroy when 3 years old.		
DispAuthNo:	II-NN-3544, item 13a	Date Edited:	1/19/2011
B-07-000-11b	Communications Regarding Employee Awards, Promotion and Training		
Description:	b. Communications regarding training materials and supplies.		
Disposition:	Block annually. Destroy when 1 year old.		
DispAuthNo:	II-NN-3544, item 13b	Date Edited:	1/19/2011
B-07-000-11c	Communications Regarding Employee Awards, Promotion and Training		
Description:	c. Communications regarding language and other training programs, including budget estimates, allotments of funds, surveys and appraisal reports. Excludes accounting records maintained by post budget and fiscal office.		
Disposition:	Destroy when 3 years old.		
DispAuthNo:	II-NN-3544, item 13c	Date Edited:	1/19/2011
B-07-000-12	Cost of Living Reports		
Description:	Includes reference material assembled for their preparation and related communications.		
Disposition:	Destroy when superseded by the second submission following the effective date.		
DispAuthNo:	NN-169-96, item 1	Date Edited:	4/1/1999
B-07-000-13	Retail Price Schedule and related correspondence		
Description:			
Disposition:	Destroy after submission of second revised report.		
DispAuthNo:	NN-169-96, item 2	Date Edited:	4/1/1999

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B-07-000-14	Unhealthful and Hardship Posts Annual Review
Description:	Includes communications in connection with its preparation and submission, and OF-267, Post Differential Questionnaire.
Disposition:	Destroy after submission of second revised report.
DispAuthNo:	NN-169-96, item 3
Date Edited:	4/1/1999
B-07-000-15	Local Salary Survey data
Description:	
Disposition:	Destroy when superseded by a basic (full scale) survey.
DispAuthNo:	NN-169-96, item 4
Date Edited:	4/1/1999
B-07-000-17a	Employee Health Benefit Plan, Life Insurance (FEGLI), Charitable Fund Drive
Description:	a. Pamphlets and instruction booklets.
Disposition:	Destroy when obsolete or superseded by new issuance.
DispAuthNo:	NN-169-96, item 5a
Date Edited:	4/1/1999
B-07-000-17b	Employee Health Benefit Plan, Life Insurance (FEGLI), Charitable Fund Drive
Description:	b. Correspondence and other papers
Disposition:	Block annually. Destroy when 1 year old.
DispAuthNo:	NN-169-96, item 5b
Date Edited:	4/1/1999
B-07-000-18	Reserved for future use
Description:	
Disposition:	
DispAuthNo:	Reserved
Date Edited:	4/1/1999
B-07-000-19	Staffing Patterns (American Employees/Foreign Service Nationals)
Description:	Copies of staffing patterns for Foreign Service posts.
Disposition:	Destroy when superseded.
DispAuthNo:	NN-166-54, item 1
Date Edited:	4/1/1999